

December 19, 2018

**Request for Proposals for Assessors' Agent Position  
Monhegan Plantation - Monhegan, Maine**

Monhegan Plantation, Maine is now accepting proposals from any Certified Maine Assessor (CMA) who is interested in providing services as the Assessors' Agent for the municipality. The selected firm or individual would be asked to re-evaluate and update the current tax assessment for all properties on the island. There are approximately 250 properties on the current tax role. As a Plantation, we have a three-member Board of Assessors, which is charged both with assessing taxes and functioning as the primary municipal officers. It is our wish to update our current methodology for tax assessments by employing an Assessors' Agent who will ensure that property valuation is done in an apolitical, equitable, and professional manner.

In addition to the initial re-evaluation of properties, Monhegan Plantation is interested in retaining the services of the firm or individual on an ongoing basis and would appreciate a separate proposal for ongoing consulting and assessor services.

We are interested in receiving a proposal from your company for services as follows:

1. Description of means and methods used to evaluate properties.
2. Projection of time to complete assessment and prepare any required documents
3. Statement of Qualifications and References
4. Estimate of Fees for Services
5. Estimate of Expenses
6. Estimate of Time to Complete
7. Estimate for Training on ongoing basis
8. Estimate of Fees to Provide Ongoing Assessors Services

If you or your firm is interested in working with us, please respond with your proposals to our First Assessor, Tara Hire by January 31, 2019:

firstassessor@monheganplantation.com

Tara Hire, First Assessor - PO Box 322 Monhegan Plantation, Monhegan, Maine 04852

We look forward to hearing from you and are happy to provide further information as needed.

Sincerely,  
Dan DeBord, Monhegan Island Fellow – Island Institute  
Tara Hire, First Assessor – Monhegan Plantation